

DESCRIPTION OF SERVICES

To provide the benefits of centralized procurement, service and support to County Offices and related agencies in accordance with County, State, and Federal requirements and guidelines.

OBJECTIVES

1. Continue maintenance and refinement of procedures to reduce processing time for purchasing requests and thereby obtain the items needed more quickly.
2. Prepare bid and proposal packets for supplies, materials, equipment, services in the Operating and CIP budgets consistent with available funding and with time requirements of County Departments.
3. Provide information, revised policies and procedures governing the operation of centralized purchasing system to enhance efficiency of procurement process to promote timely and proper purchases.

BUDGET SUMMARY

		<u>FY 03 Budget</u>	<u>FY 04 Adopted Plan</u>	<u>FY 04 Adopted</u>
Personnel	\$	186,915	\$ 194,730	\$ 192,788
Operating		55,950	32,472	26,392
Capital			13,200	
Total	\$	<u>242,865</u>	<u>\$ 240,402</u>	<u>\$ 219,180</u>

PERSONNEL

Full-time Personnel	3	3	3
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WORKLOAD INDICATORS

	<u>FY 03 Adopted</u>	<u>FY 04 Adopted Plan</u>	<u>FY 04 Adopted</u>
Purchase Orders Issued	750	700	700
Solicitations	125	125	125
Training Sessions Conducted	30	30	30
% Requisitions Received via Automated System	55	60	60
% Total Transactions via Purchasing Card	90	90	90

BUDGET COMMENTS

The budget decreases by 9.8 percent in FY 2004 with the elimination of rental costs achieved by relocation to the government complex.